

1. GENERAL

Academic honesty is defined in paragraph 5.3, Chapter VI, of the *Rules and Regulations*, Board of Regents, The Texas State University System, and in the Sam Houston State University *Student Guidelines* published by the Office of Student Life.

2. ACADEMIC HONESTY

The University expects all students to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. The University may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including but not limited to, cheating, plagiarism, collusion, falsification of research data, or the abuse of resource materials on an examination or other academic work. Any student accused of dishonesty is subject to academic penalties and may be referred to the Dean of Student's office for additional disciplinary action.

2.01 "Cheating" includes the following and similar actions:

- (1) Copying from another student's test paper, laboratory report, other report, or computer files, data listings, and/or programs;
- (2) Using, during a test, materials not authorized by the person giving the test;
- (3) Collaborating, without authorization, with another person during an examination or in preparing academic work;
- (4) Knowingly, and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing, in whole or in part, the contents of an unadministered test;
- (5) Substituting for another student, permitting any other person, or otherwise assisting any other person to substitute for oneself or for another student in the taking of an examination or test or the preparation of academic work to be submitted for academic credit, placement, or qualification;
- (6) Bribing another person to obtain an unadministered test or information about an unadministered test;

- (7) Purchasing, or otherwise acquiring and submitting as one's own work any research paper or other writing assignment prepared by an individual or firm. This section does not apply to the typing of the rough and/or final versions of an assignment by a professional typist.
 - 2.02 "Plagiarism" means the appropriation and the unacknowledged incorporation of another's work or idea into one's own work offered for credit.
 - 2.03 "Collusion" means the unauthorized collaboration with another person in preparing work offered for credit.
 - 2.04 "Abuse of resource materials" means the mutilation, destruction, concealment, theft or alteration of materials provided to assist students in the mastery of course materials.
 - 2.05 "Academic work" means the preparation of an essay, dissertation, thesis, report, problem, assignment, or other project that the student submits as a course requirement or for a grade.
 - 2.06 "Falsification of Data" means the representation, claim, or use of research, data, statistics, records, files, results, or information that is falsified, fabricated, fraudulently altered, or otherwise misappropriated or misrepresented.
3. DISCIPLINARY PROCEDURES FOR ACADEMIC DISHONESTY
- 3.01 Academic Penalties and Student Rights. If a faculty member discovers that a student has engaged in an act of academic dishonesty, he or she may assign an academic penalty to the student. However, the faculty member must provide the student written notice of the offense, the penalty, and the student's due process rights, before the penalty may be imposed. The procedure for student appeals of academic policy violations is as follows:
 - a. The student must be advised in writing by the instructor that the allegation and penalty may be appealed to the department chair, then to the dean and, eventually to the Provost and Vice President for Academic Affairs or his or her designated representatives.

- b. The student's written appeal must be initiated within ten (10) working days of the receipt of written notice of the penalty decision or of the decision of the reviewing administrator.
 - c. The student shall have an opportunity to respond to the allegation of academic dishonesty and proposed penalty at each stage of the process.
 - d. The reviewing administrator shall provide an impartial, written decision as to the merits of the appeal within ten (10) working days of receipt.
 - e. The student has ten (10) working days from the date of an administrator's decision to appeal to the next level administrator.
 - f. When a student does not appeal to the next level, on the eleventh (11th) working day, the last academic decision shall become final and the academic penalty, if any, shall be enacted by the last reviewer. When a student appeals to the Provost, any academic penalty imposed is effective and final on the date the Provost's decision is issued.
- 3.02 Student Discipline Process. The Provost may refer the matter to the Vice President for Student Affairs or designee for further disciplinary action. No disciplinary action shall become effective against the student until the student has received procedural due process as provided in the *Student Guidelines*. This disciplinary process is independent of the appeals process for academic dishonesty.

APPROVED: _____
Dana G. Hoyt, President

DATED: 5/11/18

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original: February 13, 1981
Reviewer(s): Council of Academic Deans
Faculty Senate
Academic Affairs Council

Review Cycle: Five years*
Review Date: Spring 2022

Approved: < signed >
Richard Eglsaer
Provost and Vice President
for Academic Affairs

Date: 5/15/18

*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.